

Chairperson: Supervisor Paul M. Cesarz, 278-4267

Committee Clerk: Jodi Mapp, 278-4073

Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL

Monday, June 23, 2008 – 2:00 p.m.

Milwaukee County Courthouse, Room 201-B

MINUTES

PRESENT: Supervisors Larson, Borkowski, De Bruin Weishan, Dimitrijevic, Thomas and Cesarz (Chair)

SCHEDULED ITEMS:

1. 08-15(a) From Director of Human Resources relative to requests to the Civil Service Commission regarding determination of whether a position will be in the “classified” or “unclassified” service.
(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

The Committee took no action regarding this informational report.

2. 08-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

Appearance:

Jertha Ramos-Colon, Human Resources Manager, County Funded State Court Services

Questions and comments ensued.

- 01:28 Ms. Penni Secore, AFSCME, DC 48, Locals 567/1656 appeared and spoke regarding this item.

The Committee took no action regarding this item.

3. 08-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Appearances:

Molly Pahl, Fiscal Operations Manager, House of Correction
Dr. Karen Jackson, Director, Human Resources

SCHEDULED ITEMS:

Questions and comments ensued.

01:28 Ms. Penni Secore, AFSCME, DC 48, Locals 567/1656 appeared and spoke regarding this item.

The Committee took no action regarding this informational report.

4. 08-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

5. 08-25(a) From County Board Staff relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP) positions in the Division of Human Resources. **(Recommendations to be implemented unless Supervisor(s) object.)**

The Committee took no action regarding this item.

6. 06-88(a) An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(Also to the Committee on Finance and Audit.) (REPORTS FROM DAS AND DHR – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Dennis John, Chief Information Officer, IMSD-DAS
Dr. Karen Jackson, Director, Human Resources

00:38 Mr. John provided the Committee with an update on the payroll system by reporting that a great deal of progress has been made from an error standpoint. Back in December of 2007 when the first Ceridian paychecks were generated, there was the possibility of potentially impacting anywhere from ten to twenty percent of employees in regards to paycheck discrepancies. Now, on average, only two to four paychecks a pay period have to be corrected, which is a tremendous difference. This reflects progress and improvements on how the system is being managed. This is primarily due to people becoming more acquainted with the system. Mr. John stated field payroll clerks have been very integral. System enhancements are continually being worked on. There are still a number of manual

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processes that are being done until enhancements are put into place. Items have been identified post implementation as well as pre-implementation that are not quite ready, but work continues to be done on those issues in order to reach a final maintenance mode in the payroll time and attendance system.

02:26 Dr. Jackson stated they are on the verge of being able to enact the Ceridian Recruitment System (CRS), which is on track to go live July 1, 2008. In preparation of going live, hiring managers and DHR staff have had a week of training. Parallel testing has been done, and they are pleased with the results. Dr. Jackson went on to state there is still a lot to be learned, but most of the work can now be done online. They are also working on details to make sure the display is user friendly.

Questions and comments ensued.

The Committee took no action regarding this informational report.

7. 08-227 From the County Executive, appointing Dr. Karen R. Jackson to the position of Director of Human Resources for Milwaukee County.

Appearance:

Cindy Archer, Director, Department of Administrative Services (DAS)

00:20 Ms. Archer appeared on behalf of the County Executive and introduced Dr. Jackson to the Committee and summarized her background and experience with Milwaukee County detailing her aggressiveness in pursuing new initiatives. Dr. Jackson provided brief comments.

Committee members provided comments regarding this appointment.

ACTION BY: (De Bruin) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

8. 08-228 From the Director, Department of Administrative Services, appointing Mr. David Arena to the position of Director of Employee Benefits for Milwaukee County.

Appearance:

Cindy Archer, Director, Department of Administrative Services

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00:15 Ms. Archer provided the Committee with background information on Mr. Arena's County work history, which began May of 2007. She emphasized how instrumental Mr. Arena has been to the Employee Benefits Division by implementing various programs and County systems. Mr. Arena provided brief comments.

Committee members provided comments regarding this appointment.

ACTION BY: (Dimitrijevic) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

9. 08-P-03 From the Directors, Department of Administrative Services and the Division of Employee Benefits submitting a status report regarding the V3 Pension Management Information System. **(Also to the Committee on Finance and Audit.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Appearances:

David Arena, Director, Employee Benefits Division

Sushil Pillai, Ceridian Implementation Program Manager (SysLogic)

00:39 Mr. Arena stated the County has authorized the implementation of a project that forms a bridge between the V3 Pension system, which is being implemented by the Pension Board, and the life and health benefits that are given to retirees. That project is currently underway. Mr. Pillai will be in charge of managing the project. Mr. Arena indicated that periodic updates will be brought before the Committee. He stated the project is off to a good start, and it is his intent to have the project completed on time and within the budget.

01:47 Mr. Pillai stated that this is a project that actually integrates two modules, which is the pension aspect for retirees and the life and health deductions that are taken from the pension checks. The pension component of the project is being funded by the Pension Board. The life and health component of the project is being funded by the County Board. Mr. Pillai went on to state that the project is progressing very well. Work on the life and health component began in April, and it is in the discovery phase. They are also working on data conversion, which is a very integral component for it to be successful. From a data conversion standpoint, most of the critical components have been addressed. Out of a total of 26 specifications, 5 have been completed. He stated they are making progress. This project is scheduled to go live January of 2009. Based on the progress

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being made, they are well on their way to achieving that goal.

04:36 Supervisor De Bruin requested the Committee be notified regarding any issues or major problems regarding the Pension component of the project.

The Committee took no action regarding this informational report.

10. 08-231 A Resolution by Supervisor Weishan authorizing and directing the Director of the Department of Administrative Services to provide an annual countywide report of funded but vacant positions. **(Also to the Committee on Finance and Audit.)**

Appearance:

Cindy Archer, Director, Department of Administrative Services

00:35 Supervisor Weishan stated this resolution is an attempt to get at the heart of the budgeting process. When the County Board funds a position, it expects that position to be filled. He stated the Board should be notified and given a justifiable reason as to why a particular position was not filled so as not to create a shadow budget process. Basically, the resolution's intent is to find out what positions are funded, and if they are vacant, why they are vacant.

02:05 Ms. Archer stated this resolution also went to the Committee on Finance and Audit and was approved. This information was provided to the Board for last year's budget. Ms. Archer stated there would be no problem with getting the data, and DAS is fully prepared to do so. She did indicate, however, that the July cycle due date poses a problem. She pointed out that the Finance and Audit Committee agreed the report could be submitted later than the July due date as long as it is received prior to budget.

02:51 Supervisor Weishan indicated he would like to amend his resolution, specifically the "BE IT RESOLVED CLAUSE" to reflect that the initial report would be due the September cycle this year and the July cycle every year thereafter.

03:48 Supervisor Dimitrijevic requested to be added as a co-sponsor.

Questions and comments ensued.

07:29 Supervisor De Bruin offered a friendly amendment to have the "BE IT RESOLVED CLAUSE" specify that the report would come back to the Finance and Audit and Personnel Committees.

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07:55 Supervisor Borkowski requested to be added as a co-sponsor.

ACTION BY: (Weishan) AMEND the resolution by changing the BE IT RESOLVED Clause to read as follows: "BE IT RESOLVED, that the Milwaukee County Board of Supervisors does hereby authorize and direct the Director, Department of Administrative Services to provide a report to the Finance and Audit and Personnel Committees for consideration in the September 2008 cycle, and the July cycle each subsequent year thereafter, itemizing vacant but funded positions in each department, and if vacant, the rationale as to why the position has not yet been filled." 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

ACTION BY: (Weishan) Approve as AMENDED. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

11. 05-518(a)(d) From the Director of Labor Relations requesting authorization to amend the Davis & Kuelthau S.C. contract by increasing funds in the amount of \$90,000, which would increase the do not exceed current contract limit to \$665,000.

Appearance:

Greg Gracz, Director, Labor Relations

01:00 Mr. Gracz stated the money for this contract was previously budgeted, but the Committee's approval is needed to use that money. There are two outstanding items being worked on. Those items are the upcoming arbitration with the firefighters and the appeal of the retiree health insurance piece. These additional funds should carry them through the end of year.

Questions and comments ensued.

ACTION BY: (Weishan) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

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12. 07-368(a) An adopted Resolution by Supervisors Borkowski, De Bruin, Cesarz, Quindel, Schmitt, Johnson and Rice authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, and the Superintendent, House of Correction, to prepare and submit a supplemental action plan for enhanced recruitment, retention, and respite efforts for public safety positions at the House of Correction. **(Also to the Committees on Judiciary, Safety, and General Services and Finance and Audit.) (Reports from HOC and DHR. 03/14/08: Monthly status reports due on the implementation of Audit recommendations.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Jerry Heer, Director of Audits

Ron Malone, Superintendent, House of Correction (HOC)

Dr. Karen Jackson, Director, Human Resources

Jeff Mayer, Assistant Superintendent, HOC

- 01:10 Mr. Heer stated he is pleased to report that there has been significant progress in addressing the audit recommendations, which includes the effort to fill vacant positions and the additional efforts to create 27 more positions. The audit identified 54 positions that would need to be filled to stop the cycle of leave and overtime. The other significant achievement since the last report is the retention of a family medical leave (FML) specialist who will be responsible for coordinating FML issues county wide, identifying both the Behavioral Health Division and the HOC as the two highest priorities. The other achievement is the filling of the fiscal coordinator position. Mr. Heer indicated there are still some significant challenges. He stated that personnel practices absolutely must change fundamentally with regard to how staff is managing sick leave issues, family medical leave issues, and injury pay, which are all variables that were identified in the audit.

Questions and comments ensued.

- 10:43 Supervisor De Bruin requested that the next report from Audit contain information relating to the number of Correctional Officer I (CO I) hires recommended and what the timeline is for making that decision, identify the personnel practices that need to change that haven't been satisfactorily addressed, and what critical issues are still out there.

She also requested that the Superintendent, with assistance from Mr. Ceschin and Mr. Heer, provide the Committee with a chart comparison of figures regarding what was requested in the Superintendent's budget requests submitted to the County Executive's

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Office for full-time equivalent (FTE) staff for CO I positions for 2004, 2005, 2006, 2007, and 2008. Then compare that to what the County Executive recommended to the County Board in his budget for the same position for the same years. She would also like to know what the County Board adopted for each year and what the average number of FTE CO Is that were actually hired and worked those years.

- 18:50 Mr. Malone identified the Department's initiatives and addressed the reasons why mandatory overtime was being asked of employees for every day during the month of May. This information was shared with Labor Relations and with Audit in case there were concerns. He also addressed challenges that still face the Department.
- 21:12 Mr. Mayer summarized the Department's efforts for retention.
- 27:17 Ms. Penni Secore, AFSCME, DC 48, Locals 567/1656 appeared and spoke regarding this item.

The Committee took no action regarding this informational report.

RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:

13. 08-186 From the Director of Transportation and Public Works requesting authorization to abolish one position of Office Support Assistant II (Hourly) and create one position of Office Support Assistant II. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**
- 00:25 **ACTION BY: (De Bruin) Approve. 7-0**
AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7
NOES: 0
14. 08-216 From the Superintendent, House of Correction, requesting authorization to create 27 positions of Correctional Officer 1 at the House of Correction effective June 30, 2008. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**
- Appearances:**
Ron Malone, Superintendent, House of Correction (HOC)
Jon Priebe, Fiscal Affairs, Sheriff/House of Correction

Questions and comments ensued.

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- 10:00 Supervisor De Bruin requested that DAS provide her with a chart comparison that reflects the number of requested total hours for a budgetary year from the HOC Superintendent being submitted to DAS, what the County Executive recommended would be the total number of hours worked, and then what was actually approved by the Board.

Ms. Penni Secore, AFSCME, DC 48, Locals 567/1656 appeared and spoke regarding this item.

ACTION BY: (De Bruin) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic,
Thomas, and Cesarz (Chair) - 7

NOES: 0

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s):

15. 08-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

ACTION BY: (Larson) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item # 15 above. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 6-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic,
Thomas, and Cesarz (Chair) - 7

NOES: 0

The Committee convened into closed session at approximately 4:35 p.m. The Committee did not reconvene back into open session.

SCHEDULED ITEMS:

STAFF PRESENT:

Jertha Ramos-Colon, Human Resources Manager, County Funded State Court Services
Molly Pahl, Fiscal Operations Manager, House of Correction
Dr. Karen Jackson, Director, Human Resources, DAS
Dennis John, Chief Information Officer, IMSD-DAS
Cynthia Archer, Acting Director, Department of Administrative Services
David Arena, Director, Employee Benefits Division
Greg Gracz, Director, Labor Relations
Jerry Heer, Director of Audits
Ron Malone, Superintendent, House of Correction
Jeff Mayer, Assistant Superintendent, House of Correction
Jon Priebe, Fiscal Affairs, Sheriff/House of Correction
Rick Ceschin, Research Analyst, County Board

This meeting was recorded. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 2:03 p.m. to 4:55 p.m.

Adjourned,

Jodi Mapp

Committee Clerk
Committee on Personnel